



PROGRAM GUIDELINES

New Homes in Your Neighborhood Program

Contact Person

Ken Rovinski

Neighborhood Development Specialist
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This program offers an exciting opportunity for new construction on existing neighborhood infill sites owned by the Redevelopment Authority (RDA) of the City of Green Bay. The program provides funding to construct a single-family home for owner occupancy.

Eligibility:

- Individuals or builder/developers who complete the RDA application process. (This includes submitting a plan and providing adequate proof of funding for the project.)
 - An applicant may apply for a 60 day planning option to complete due diligence in obtaining construction plans, gathering financing and completing any other necessary research.
 - A \$500 deposit in the form of a cashier's check will be made out to the "Redevelopment Authority of the City of Green Bay."
 - Upon entering into a development agreement with the RDA, the planning option is considered fulfilled and the deposit will be returned.
 - If the applicant fails to enter into a development agreement within the 60 day period or any subsequent extension thereof, the deposit will not be returned.
- Once the plan is approved, RDA and applicant will enter into a development agreement and the parcel will be deeded to the applicant at no cost.

Requirements:

- Final structure must be an owner occupied single-family home.
- Design and character must fit that of the neighborhood as approved by staff.
 - Final design and site plan must be approved by RDA prior to transfer of land.
- Applicant is responsible for all construction costs including costs of all surveys and permits.
- Projects must be inspected by City Building Inspectors and be code-compliant upon completion.

Grant opportunity:

- Each parcel in the program is eligible for a grant of up to \$20,000. (See website for available grants. Amount of grant dependent on parcel selected.)
- No income restrictions on person/persons building or occupying home.
- Terms of grant provided to applicants is as follows:
 - Forgivable recorded, second mortgage loan at zero percent (0%) interest
 - No interest, no payments.
 - Loan will be given at closing of construction loan and can be utilized at first construction draws
 - Mortgage will be satisfied upon receipt of Certificate of Occupancy. (\$30 recording fee paid by applicant.)

Notice:

- No construction started prior to transfer of land may disqualify applicant from the program. Applicants are advised to not start work until project is approved and funded.
- If applicant fails to complete project or is unfinished after 1 year from the date of transfer of land and second mortgage, the loan will be called due with payment in full and land will be returned to RDA.
- The RDA reserves the right to deny any applicant a grant based on the applicant's ability to provide adequate information needed to determine eligibility, as determined by the staff of the City of Green Bay.

To apply:

Complete APPLICATION FORM, AUTHORIZATION FORM and review the PROJECT GUIDELINES.

Signed forms can be emailed to:

Ken Rovinski (kennethro@greenbaywi.gov)

OR

Mailed to:

Ken Rovinski - City of Green Bay

100 N. Jefferson, Room 608

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